

5/21/84

DISTRIBUTION SERVICES DEADLINES

<u>FUNCTION</u>	<u>DATE</u>
° Test Market Status Report	1st of each month
° Returned Goods Report	1st week of each month
° Forecast - current year plus next calendar year	transmitted by 15th <u>workday</u> of each month
° Test Market Requirements	4-5 days before end of each month
° Sample Cigarettes	
a. Salesmen's Samples	stay 3 months ahead
b. open stock	check every 4-6 weeks
c. Marlboro for yearly sampling	late Dec.- early Jan. and check periodically.
d. White House cigs & PMI Princess Pack	check when ordering 6's.
° Concealed Shortage	Quarterly
° 100 Largest Accounts Report	½ year - July and Feb.

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